

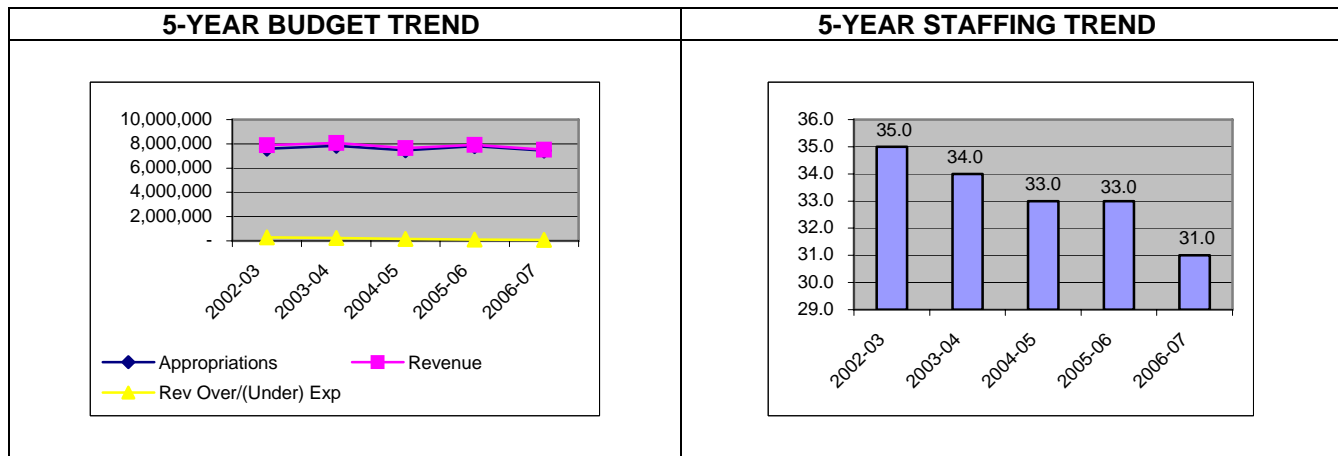
## Mail/Courier Services

### DESCRIPTION OF MAJOR SERVICES

Mail/Courier Services provides interoffice, U.S. Postal, and courier service to agencies, departments, and special districts within the county. The division's main goal is to deliver each piece of mail in a timely and accurate manner.

The Purchasing Department's Mail/Courier Services budget unit is an Internal Service Fund (ISF). As an ISF, any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year and are used as working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rate structure.

### BUDGET HISTORY



### PERFORMANCE HISTORY

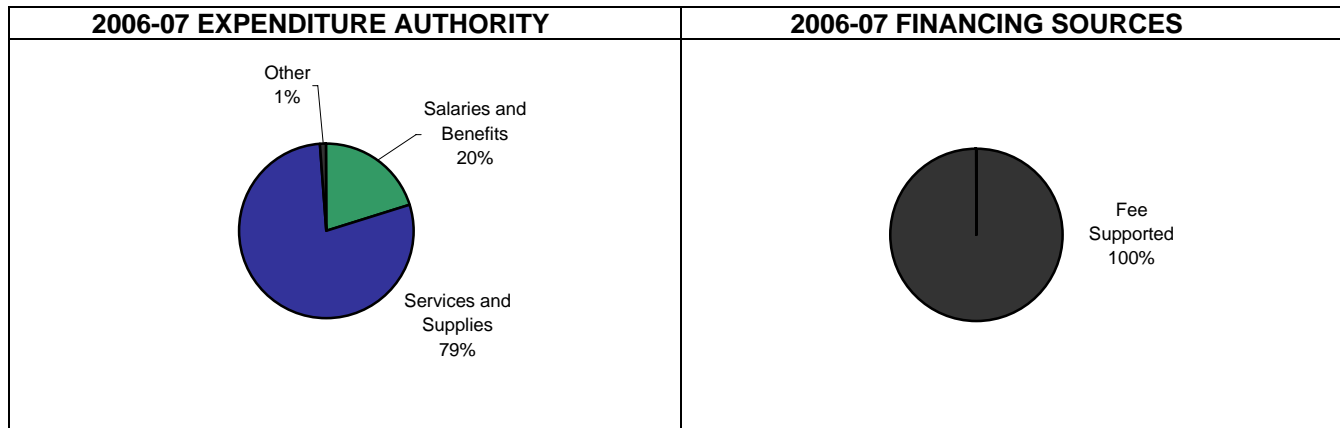
	Actual 2002-03	Actual 2003-04	Actual 2004-05	Modified Budget 2005-06	Estimate 2005-06
Appropriation	7,313,821	7,597,199	7,473,474	7,773,548	6,786,481
Departmental Revenue	7,419,258	8,030,748	7,902,243	7,919,079	6,953,339
Revenue Over/(Under) Exp	105,437	433,549	428,769	145,531	166,858
Budgeted Staffing				33.0	
Fixed Assets	11,248	15,734	65,803	85,259	20,220
Unrestricted Net Assets Available at Year End	538,427	927,857	1,028,818	-	1,175,456

Estimated expenditures and associated revenue in 2005-06 are below budget by approximately \$1.0 million due to the Child Support Services Department automation program and Human Services Systems CIV program outsourcing their mail services.

In 2006-07, unrestricted net assets are expected to increase by approximately \$57,000 from \$1,280,274 to \$1,337,274. Per the June 30, 2005 Report of Operations prepared by the Auditor/Controller-Recorder, the working capital requirements for this fund is \$1.25 million. During 2006-07, the rates for Mail/Courier Services will be evaluated to determine if rate adjustments will be required in 2007-08.



## ANALYSIS OF PROPOSED BUDGET



GROUP: Administrative/Executive  
DEPARTMENT: Purchasing  
FUND: Mail Courier Services

BUDGET UNIT: IAY PUR  
FUNCTION: General  
ACTIVITY: Mail & Courier Services

	2002-03 Actual	2003-04 Actual	2004-05 Actual	2005-06 Estimate	2005-06 Final Budget	2006-07 Proposed Budget	Change From 2005-06 Final Budget
<b>Appropriation</b>							
Salaries and Benefits	1,127,086	1,148,888	1,137,213	1,402,650	1,476,249	1,498,250	22,001
Services and Supplies	6,136,710	6,396,250	6,259,757	5,266,186	6,207,577	5,822,177	(385,400)
Central Computer	5,299	2,278	4,209	4,898	4,619	5,596	977
Other Charges	1,897	1,705	3,484	2,328	5,026	2,000	(3,026)
Transfers	42,829	48,078	68,811	79,799	79,798	82,572	2,774
Total Appropriation	7,313,821	7,597,199	7,473,474	6,755,861	7,773,269	7,410,595	(362,674)
Depreciation	-	-	-	30,620	30,620	35,171	4,551
Total Requirements	7,313,821	7,597,199	7,473,474	6,786,481	7,803,889	7,445,766	(358,123)
<b>Departmental Revenue</b>							
Current Services	7,190,264	8,030,648	7,902,243	6,953,339	7,918,800	7,530,000	(388,800)
Other Revenue	228,994	100	-	-	-	-	-
Total Revenue	7,419,258	8,030,748	7,902,243	6,953,339	7,918,800	7,530,000	(388,800)
Rev Over/(Under) Exp	105,437	433,549	428,769	166,858	114,911	84,234	(30,677)
Budgeted Staffing					33.0	31.0	(2.0)
<b>Fixed Assets</b>							
Equipment	-	-	33,657	-	62,000	7,000	(55,000)
L/P Equipment	11,248	15,734	32,146	20,220	23,259	20,000	(3,259)
Total Fixed Assets	11,248	15,734	65,803	20,220	85,259	27,000	(58,259)

In 2006-07, the department will incur increased costs in MOU, retirement, central computer, workers compensation, and inflationary services; and will incur decreased costs in risk management and supplies purchases. These costs are reflected in the Change From 2005-06 Final Budget column, along with changes related to department recommendations.

In 2006-07, budgeted staffing will decrease by 2.0 Mail Processor II's due to an anticipated decrease in workload due to the CIV program outsourcing their mail services. Budgeted expenditures and associated revenue have been reduced by approximately \$1.0 million due to the Child Support Services Department automation program and Human Services Systems CIV program outsourcing their mail services. This reduction has been offset by approximately \$500,000 as a result of the increased cost of postage.

